



**Customer Service Division
Tax & License Registration**

7447 E Indian School Rd, Ste 110
Scottsdale AZ 85251
Or
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Scottsdale, AZ 85258

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Link to: Business & Economic Vitality

Massage Facility Supplemental Information Sheet

Be sure to read the City of Scottsdale Massage Therapists and Massage Facilities Licenses Ordinance prior to applying for your license. No more than one Massage Facility license shall be issued for one street address.

Below are requirements to ensure we will be able to process your application for a Massage Facility license.

1. A completed Massage Facility Application.
2. A completed Massage Facility Supplemental Questionnaire for all Controlling persons as defined in the Massage ordinance.
 - a. Controlling Person means a person directly or indirectly possessing control of an applicant, licensee or massage facility, and includes an agent and on-site managers.
 - b. Each person must provide proof of age with photo identification. This must be government issued identification (a valid Driver's License or Passport).
 - c. Each person must provide proof of U. S. Citizenship or lawful resident of the United States authorized to work in the United States (Social Security Card or documentation from the United States Department of Justice, Immigration and Naturalization Service.)
 - d. Each person is to be fingerprinted. Fingerprints must be taken in our office or by a Law Enforcement Agency. If fingerprinted by a law enforcement agency, a letter, on Law Enforcement Agency letterhead, must accompany the fingerprint card stating who identified the individual and obtained the fingerprints.
3. A current and complete "All Employee Log" as provided by the City of Scottsdale Tax & License Registration office.
4. A signed copy of the Certification of Compliance that the facility complies with all requirements listed in the City of Scottsdale Massage Ordinance effective 7/5/2003, as provided by the City of Scottsdale.
5. Payment of fees: \$100.00 application fee, \$260.00 annual license fee, and \$24.00 for each set of fingerprints processed. A penalty of \$180.00 will be assessed for businesses not renewing 60 days prior to the expiration date of the Massage Facility License.
6. An additional license for a Business, Occupational and Professional license or a Transaction Privilege Sales Tax License must be active or accompany the Massage Facility application.

Application fees and fingerprinting fees are non-refundable. Incomplete applications will not be processed.